

Town of Castle Rock  
Development Services Department

**FIELD CHANGE ORDER**

Note: Refer to the "Document Revision Process", as attached, prior to submitting form

Project Name \_\_\_\_\_ (Include Filing and Phase) Date \_\_\_\_\_

Permit Holder: \_\_\_\_\_ Developer: \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Contact, Phone & Email \_\_\_\_\_ Contact, Phone & Email \_\_\_\_\_

Engineer Contact, Phone & Email \_\_\_\_\_

Public Works Inspector \_\_\_\_\_

Description of Field Change Order, description of change(s) & reason for change

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Change(s) Each change listed with corresponding sheet #, report or cost estimate and called out on plan set

<b>Affected Sheet Nos</b>	<b>Associated Description of Change</b>

**ALL SUBMITTAL CHANGES MUST BE LISTED ABOVE BEFORE REVIEW**

## Document Revision Process

### Submittal Requirement for Field Change Orders (FCO):

- Application
- Review fee for either Major or Minor FCO (see Development Services Fee Schedule)
- If any work is proposed on land not owned by the applicant, a letter of approval from the land owner is required.
- Affected Construction Plans sheets – with bubbles around all proposed changes. The Revision block of each affected plan sheet should include the Revision number and reference to the FCO number and approval date. For first submittal it may be “1 - FCOXX-XXXX Approved XX/XX/XXX”. Submit all sheets that are affected. For example, if grading is changed, and it appears on multiple sheets, then all sheets showing the revised grading will be resubmitted for review, with bubbles around the changed area.
- Revised Engineer’s Cost Estimate, if needed
- Revised Phase III Drainage Report, if needed
- Revised Final Utility Report, if needed
- Technical Criteria Variance – If you are proposing any variations from the Technical design criteria in the Technical Manuals, please submit the appropriate supporting information on the Technical Criteria Variance form with the submission of your Field Change Order
- If new Easements are needed due to the proposed Field Change Order, submit Easement legal descriptions and exhibits, along with a current Ownership & Encumbrance report

### Review Process for Field Change Order:

1. Applicant submits Field Change Order Documents and fees.
2. Town sends out external referrals to appropriate jurisdictions, districts, agencies, and utilities, if applicable.
3. Staff reviews submittal package documents and issues comments and redlines, including any external comments that may be received.
4. Applicant revises and resubmits (typically one or two times).
5. Staff issues approval or denial.

### Approval Process:

6. If Field Change Order is approved, then the affected plan sheets and any revised cost estimate or reports can be prepared, signed by the Professional Engineer and submitted to the Town for approval signature.
7. Applicant will need to pick up Town Approved documents; scan all items; and return full size originals, two sets of 11x17 sized plan sets, and electronic copies of each item prior to being able to obtain a Construction or GESC Permit. If the applicant already has an applicable Construction or GESC Permit, then they will need to provide all of these items prior to beginning the construction on the areas affected by the Field Change Order.